Seat Ordering Business Rules
for
FY05

updated: 30 July 2004
Ver 2

These business rules are for the remainder of this fiscal year and for subsequent fiscal years.

These rules are a culmination of lessons learned that will facilitate easier invoicing and

processing of Orders, or are rules pressed upon

the PM NMCI from the Contract PCO at SPAWAR.

Funding Seat Orders

- All Task Orders (CLINs) will be funded at 100%

- Enterprise and Local Orders:

  - **Enterprise and Local Orders must be on separate Task Orders (glitch in eMp does not permit electronic DeObligations, if two Lines Of Accounting (LOAs) are on the same Task Orders)**

  - **Seat Orders or Services, which are less than a full year, or a one time cost are to be put on a separate Task Order. For example. Wall plugs that are a one time cost, or Seat Orders that are less than a full 12 months. See Naming Conventions for additional info.**

  - **CTR needs to notify the AOST and Comptroller, in advance, to expect a Local Order funding document 2276**

  - **Local Funding Document must be at the Comptroller, 20 business days in advance of the "Service Start Date" on the Task Order, in order to get the document** processed

Funding Seat Orders (cont'd)

▶ Local Order funding document (2276), in the amount of the local purchase (at 100% of seat cost) should be addressed to:

Commanding General
MARCORSYSCOM
Attn: PM NMCI (Comptroller)
2200 Lester Street
Quantico, VA 22134

Enterprise Task Orders

- All Orders must be for a full fiscal year (12 months) . The fiscal year dates are 1 October to 30 September.   Exceptions to this rule:

  - **NEW Hires**
  - **Units returning from Deployment that were not originally on NMCI**
  - **PCS moves**
  - **Special Operations / Exercises, ie. COOP exercises, OIF II**

- Orders cannot exceed the Command Budget Allocated to that UIC without the approval of the MCTOIC.

- Modifications to Orders will have a full year cost estimate performed by the Acq Over-Site Team (AOST) prior to authorizing the Comptroller to push to ACO level.

Enterprise Task Orders (cont'd)

- All Orders must be obligated at 100% prior to any of the discount CLINs being attached, eg., basic order (Mod 0) cost at full CLIN cost, then Mod 1 put the CLIN 4103 on Order, to receive the discount.

- Back dating an existing Order will not be allowed. (see RCOR or AOST if you need further guidance on this) (Example: Task Order has a Seat with a start/end dates of 15 Oct to 30 Sep, and the Order is for a full 12 months. To correct the Seat Order, CTR must submit a MOD to cancel the seat on the Enterprise Order and create a new Task Order with the seat configuration and corrected Start/End dates of 1 Oct to 30 Sep.)

DeObligations of Tasks Orders

▶ DeObligations will take place twice a year

- ◆ **Phase 1 – from 1 October to 31 March**
- ◆ **Phase 2 – from 1 April to 30 September**

  - ■ **Modifications to seat configurations during the DeObligation Phases is not allowed after the DeObligation modification has been awarded. (You cannot modify a seat with a service end date of 1 March, on 15 April)**

  - ■ **Addition of seats for the time period of the DeObligation is not allowed on the original order. All new Seat requirements must be added to a new task order for services provided during a DeObligation phase.**

▶ **DeObligated funds ARE NOT available for reuse by the Commands.**

Order Naming Conventions

- **Order Naming Conventions.** Required that ALL FY05 Orders following the new "Order Naming Convention". If orders do not follow the naming conventions, the Orders will be returned for "CTR Rework"

- **Order "Short Name".** The Order's Short Name in NET will consist of the UIC, Fiscal Year, Enterprise or Local (type of funding), Command, and Location Description. (See Notes) Examples:

    - **Enterprise Order: "M67029 FY05 ENT HQMC 8th and I"**
    - **Modification: "M67029 FY05 ENT HQMC 8th and I - (Mod 1)"**

    - **Local Funded Order: "M67029 FY05 Local HQMC 8th and I"**
    - **Modification: "M67029 FY05 Local HQMC 8th and I - (Mod 1)"**

Note: 1) "Location Description" can be anything that Identifies the Task Order to the CTR, eg., "M67029 FY05 ENT HQMC 8th & I" or "M67029 FY05 ENT HQMC 8th & I Bldg # ???", or M67029 FY05 ENT HQMC 8th & I Main Bldging"
2) NET generates the MOD3 automatically.

Order Naming Conventions (cont'd)

- Naming for other types of Orders, e.g., when creating an order to add seats, correct start date (backdating) for seats, Seat Orders for less than full year, or one time purchase like a wall plug, use the following examples.

  Add Seats: "M67029 FY05 (ENT add'l) HQMC 8th and I"

  Correct Start date (backdating for Seats: "M67029 FY05 (ENT date fix) HQMC 8th and I"

  Short Term Order: "M67029 FY05 (Short Term) HQMC 8th and I (Oct-Jan)", or at end something that would ID this Order for the CTR, if using local funds for a short terms,: "M67029 FY05 (Loc Short Term) HQMC 8th & I (Oct-Jan)"

  One time purchase example: "M67029 FY05 (Wall Plug Installs) HQMC 8th and I"

- If you need help, please contact your RCOR or the Acq Over-Site Team for further guidance.

FY05 Seat Ordering Business Rules

- ## **Ordering Policy** (Cont'd)

  - ▶ **Service Start Dates:** **Service start dates will be the first day of the month.**

  - ▶ **Service Stop Dates:** **Service stop dates will be the last day of the month, except where service is being stopped due to employment termination.**

  - ▶ **All seats where service was rendered on 1 October, but Seats were NOT on the initial FY05 Seat Order, must be put on a new Order. There will be NO backdating on original Task Orders. (contact your RCOR or the AOST if you need further guidance)**

1 Oct – 31 Dec "Order Lock Down Exception List"

NO Modifications to FY05 Orders in eMp, except

those categories listed on the "Order Lock

Down Exceptions List"

Order Lock Down Exceptions List

Exception Category	Sub Category	Business Rules	Explanation
A. Standard Exceptions for FY04 and FY05 Orders	1. Deobligation 2. Seat cancellation 3. MAC 4. Wall plug 5. MAC/Wall Plug 6. New Requirement	ACO automatic approval.	1. Deobs, 4101, 4102, 4103, 4104, RAs 2. Greater than 3 months if awaiting new employee. 3,4,5. Combination of MAC, wall plugs, Project MAC, 6. New seats for new employees, or ordering unpriced CLINs or Units returning from Deployment not originally on a NMCI Order, or PCS moves, or Special Operations, e.g., Coop exercises, OIF II, etc
B. Tech Refresh	N/A	ACO automatic approval.	
C. FY05 Reordering	N/A	NET automated reorder/renewal: 1. Add standard availability of funds statement	Orders are unilateral
D. Change	N/A	AOST and ACO	Changes to seat

Order Lock Down Exceptions

Process for working the Exceptions:

1. CTR notifies their RCOR and the AOST, which UIC/Task Order that needs to be pushed from NET to eMp (ensure that it meets the "Lockout Exception" criteria prior to entry NET).

2. AOST will notify NET Lead which UIC/Task Order to push to EMP.

3. AOST will request the "Lockout Exception" using the Approval Notes.
   a. **Lockout Exception Category**
      Example "A.1. Standard Exception- DeObligation."
   b. **Additional Comments** required for:
      1. **Category [A.2]: Seat Cancellation**
         Example "3 seats canceled due to billets moved to UIC XXXXX for reorg."
      2. **Category [D]:   Change to Existing Order**
         Example "New Add ons needed to support OSD required upgrade to

         latest financial tracking software."

Reminder: Any mods approved after FY05 automatic renewal from NET (Jul 15) will not be reflected in the FY05 renewal order, so that order

Process for working the Exceptions:

4. Modification processed normally thru eMp (within ordering deadlines).

5. ACO reviews for appropriate justification.
   a. Forward questionable requests to the LACO for determination (LACO can further forward to PCO if necessary).
   b. ACO approves order.

Reminder: Any mods approved after FY05 automatic renewal from NET (Jul 15) will not be reflected in the FY05 renewal order, so that order must be modified.